Electronic Military Evaluations: Training Package

Section 8: Recommended Items for Unit SOP

To Reduce Confusion – To Manage Eval Systems

Consider the topics & issues laid out in the next few slides. If applicable to your unit or office, determine how they can be employed to take most advantage of the FCMP functions at the user lever without contradicting regulatory intent for counseling and regulation preparation.

Sample topics include:

- Who in the unit will be authorized to submit final reports to HQDA?
- Do key users (Cdrs, S1) want “reminder” emails with their forms?
- Who (named individual) in S1 will track the reports? Who is their backup?
- What is the unit naming convention for forms and folders.

Unit SOP / Users Manual
Evaluation Process

- Who starts the evaluation process?
  - Regulation: In the OER System the rated officer creates the support form and in the NCOER System the rater creates the support form
  - Technical: Anyone can.
  - Recommendation: Having an electronic method of preparation does not change the intent for this requirement. Have the people with responsibility for these actions execute.
- Do I need to make an evaluation "shell?"
  - Regulation: No requirement for shells.
  - Technical: Not needed. The NCO rater or rated officer can create a final evaluation from the support form used throughout the rating period with a single button. (see explanation of that function)
  - Recommendations.
    - See the processing slides for OER & NCOER.
    - Let the raters and rated officers do their job and use support forms.
    - If you are going to make a shell, make one of the support form at the beginning of the first evaluation period for a new Soldier in the unit and send that support form shell to NCO rater or rated officer for their use.

Unit SOP / Users Manual

Sending Reports to HQDA

- Who sends the final evaluation to HQDA when complete? Who pushes the "submit" button?
  - Regulation: Senior Rater / Reviewer is responsible for report (check) After rated Soldier signs last – he/she sends it back to ------- for submission.
  - Technical: Anyone can submit to HQDA once the report is completed. (see function slides on how to do this)
  - Recommended Options:
    - Commanders mandate all reports are sent through person in S1 office / HR management office for "once over" before their submission to HQDA either by:
      - S1 (For NCOER and OER)
      - For OER – by SR to manage their profiles
    - Commanders allow other individuals to submit report "by exception" and when warranted.

Unit SOP / Users Manual
S1 Activities

- How does the S1 track the need for an evaluation?
  - Regulation: Reports are due annually or if something else happens that requires a report.
  - Technical: not in FCMP -- yet.
  - Recommendation: Use available online tools to anticipate annuals based on last THRU dates and expect changes to create mandatory reports before annuals are due.
- How does the S1 track preparation & progress of evaluations?
  - Regulation: See the next revision of the S1 Handbook for a detailed explanation (or Section 2 of this training package).
  - Technical: if someone sends the person designated to track evaluations a “info copy” of the OER/NCOER, it will show up in that person’s tracking section. (see what info’s available)
  - Recommended Options:
    - See process slides for guidance.
    - Command emphasis on keeping S1s informed.

Unit SOP / Users Manual

Information for Rating Officials

- How do I provide additional information on the rated Soldier to the next rating official?
  - Regulation: Rating officials make independent assessments but can use a variety of methods to collect input. The support form is the most important document in providing information on performance and potential and must accompany the final evaluation for use by rating officials in assessments and preparation of final evals.
  - Technical: When routing the original document to the next rating official you can (1) put notes in an email message if you chose to send an email along with the document. You can write whatever you want in this email and only the recipient of the document will be able to view those comments. (2) You can add information to the next level rating officials sections. That person has to review, delete, change, or accept elements as their own before signing the evaluation.
  - Recommended Option: if necessary, either technical option described above. Or the current method of face to face input.

DO NOT USE THE PUBLIC COMMENTS SECTION OF EGMP!

Unit SOP / Users Manual
Use of Folders

- How do I send the support form (and DSF if applicable) with the document to the next rating official?
  - Regulation: No specific guidance on “how” this must be accomplished.
  - Technical: (still working on solution of folders to link two forms)
  - Recommendation: send in paper copy for review and electronic copy for final additional and signature. Send in electronic copy of eval and support form (gets crowded and busy in an inbox).

  - The final solution from Army Publishing will use folders and provide a much better solution. They are having some technical problems with it right now.

Unit SOP / Users Manual
Digital Signatures

- When should I sign & date the document?
  - Regulation: Before submission attesting the information is accurate and yours. Rated Soldier signs last signifying they have seen the completed report and that the admin is correct. Supposed to be signed by rating officials on the same day or in order of rating.
  - Technical: date added at time of digital signature
  - Recommended Options :
    - Rating officials sign before the next rating official gets it.
    - Send report around unsigned to prepare and collect correct. Sign before presentation to rated Soldier.
    - No more than 14 days prior to the THRU date
- What happens when I digitally sign?
  - Regulation: Signatures attest to the fact the information is correct and, by signing last, the rated Soldier has seen the completed report and that the admin is correct.
  - Technical: date added when you digitally sign. A signature in that block “freezes” information related to your signature. If anyone changes information in “your” sections at a later point, you digital signature is invalidated and it has to come back to your for re-signing.

Unit SOP / Users Manual

Rating Officials W/Digital Signing Ability

- What happens when one of the rating officials cannot digitally sign?
  - Regulation: Allows for “mixed” preparation mediums.
  - Technical: Once the document has to be printed for an ink signature it has to continue in the paper format and be submitted to HQDA in paper format. Problem after 1 Apr 08 as this requires exception to policy to submit paper copies.
  - Recommended Option: get everyone digitally ready. Desired end state is Army submitting reports electronically.
- Can I use the mouse and sign my name to an OER/NCOER?
  - Regulation: Only authorizes CAC as a means to apply an electronic signature to an electronic OER/NCOER.
  - Technical: Current technology allows other means of signature. This may be technically restricted in the near future.
  - Recommended Option: Use the CAC. HQDA will reject evaluations where any one of the rating officials used an unauthorized method to apply an electronic signature.

Unit SOP / Users Manual
Rating Officials Without AKO Access

- How do I accommodate rating officials without access to AKO?
- Regulation: allows for both electronic and paper preparation.
- Technical:
  - Without any internet connections: do eval on paper
  - With internet connections at only some rating official locations:
    - Send rating official without AKO a “snapshot” copy via email. Complete the form, sign, and send back to you. You upload back into the FCMP system.
    - Send rating official without AKO a “snapshot” copy on a disk/thumb drive. Have them complete the form, sign, and send back to you. You upload back into the FCMP system.
    - Do what you can, then print, complete, and sign.
  - Without AKO access at all.
    - Get individual an AKO guest account.
    - Send them a “snapshot” copy via email. Have them complete the form, sign, and send back to you. You upload back into the FCMP system.
    - Send them a “snapshot” copy on a disk/thumb drive. Have them complete the form, sign, and send back to you. You upload back into the FCMP system.

Unit SOP / Users Manual

Use of FCMP Comment Block

- How do I use the comment block in FCMP?
  - Regulation: not covered as this is not an evaluation function but a FCMP system function.
  - Technical: Anyone, any time can enter comments whether they have the original document or just a copy in their tracking system.
  - Recommended Options:
    - S1 – put suspense to HQDA, mark with initials and date when reviewed (if in SOP to review)
    - CSM – mark with initials & date when reviewed (if that is the unit SOP)
    - DO NOT USE FOR ANY TYPE OF PERSONAL COMMENT – those types of comments should be placed either in a separate email or a face to face meeting!
      - Examples not to use – great job! Great Soldier!

Unit SOP / Users Manual
CSM Role

- What is role of CSM in this new format?
  - Regulation: Same as it was previously Cdrs at all levels will charge the CSM or SGM with the responsibility for quality control of NCOERs, ensuring that reports are accurate and submitted on time.
  - Technical: Can still be a key player in the process by getting either an original OER or an information copy.
  - Recommended Option:
    - That the CSM mentor rating officials and rated NCOs on timely NCOER counseling, accurate and timely NCOERS.
    - Route (allow view capability of) all NCOERs through the CSM or SGM.
    - CSM/SGM will initial and date entries in public comments verifying NCOER quality control.

Unit SOP / "Users Manual"
What if?

- What do I do if I don't have all the elements for FCMP?
  - Regulation: Allows for both electronic and paper preparation.
  - Technical: Once printed for addition of content or a signature the report stays printed and must be submitted to HQDA in paper.
  - Recommended Option: Do what is best for your unit.

- How can I use the "route by email" function in FCMP?
  - Regulation: does not address; it is an AKO My Forms item.
  - Technical: the email function is designed primarily to get information to people who do not have access to AKO. It should not be used as a primary means of routing forms.
  - Recommended Option: A user could email a "templated form" to himself and then use the Outlook distribution list to pass that templated form to others in their unit / org. It would work great is the format for some form needed to be customized for a particular unit / commander.

Unit SOP / “Users Manual”
Working from Home

- How do I do my evaluations at home?
  - Regulation: does not comment on this topic.
  - Technical:
    - Sign on to AKO.
    - Home computer needs to have the Puredge Viewer to view the forms which is available through Army Small Computer Program.
    - If you want to sign at home you need Approve it as well and a CAC reader.
  - Recommended Option (assuming many people don’t have CAC readers at home):
    - Prepare all the documents at home up to point of signature. Sign when back in a work environment. Can route between rating officials without signing.

Unit SOP / Users Manual

Optional Email Notice

- How do I keep from being inundated with email reminders?

- Regulation: Nothing covers as this is an FCMP function.
- Technical: Users may switch the reminder email on or off when routing an original document to someone. If it is ON the next recipient will get the FCMP form in their FCMP forms inbox and an email to their AKO account.
- Recommended Option: Key persons within rating chains make their wishes known as to whether or not they want to receive a reminder email concerning a new form for action.
    - If some one checks their forms box regularly he/she might not need this email reminder.
    - This email can serve as a location to put personal comments about the form being routed.

Coming next (soon): a routing slip that allows for multiple addresses at one time.

Unit SOP / Users Manual

Unique Unit Email Names

- How do I be part of FCMP if my unit uses office symbols (or position abbreviation) as email addresses instead of individual names?
- Regulation: Nothing covers as this is an FCMP item.
- Technical: Users can forward AKO emails to different the desired email address. This causes a problem with personal email being forwarded also, potentially.
- Recommended Option: Do not have a recommendation yet. Need to get input on this one from people who have this issue.

- We have seen units who got a “common unit address” authorized by AKO. We’ve not had time yet to figure out how to do this or how it is executed. We don’t know if this is something common for AKO to do or an exception for them to do. It would be worth checking out.